Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090064-8

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. DDS/OC-010

1. TITLE OF REPORT (if a fill-in report include Form No.)

Summary of Overtime Report

2. TYPE OF REPORT: [X] STATISTICAL [ ] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify) [ ] MEDICAL [X] FINANCE

COMMUNICATIONS

4. NO. OF COPIES PREPARED: 1

5. FREQUENCY (weekly, monthly, quarterly, etc.): Bi-weekly

6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form computer print-out, etc): Memo

8. ADP PROCESSING: [ ] YES [XX] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: OC Order 20.8.1

10. PREPARING COMPONENT (include lowest level contributing information to report): OC-CCD/CCL/COB/Sections

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
4,Step 1	$ 2.81		1		$2.81		26		$ 73.00
6,Step 2	3.62		1		3.62		26		94.00
7,Step 5	4.41		1		4.41		26		115.00
									$282.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by OC Order 20.8.1.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[XX] RETAIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] DISCONTINUE

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS

16. DATE OF INVENTORY: Oct. 70

17. NAME AND TITLE OF PREPARING OFFICER

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18. EXTENSION

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